

New Employee Quick Guide



TEXAS A&M UNIVERSITY
CORPUS CHRISTI

Before your first day

- ☐ Have your employment eligibility documents ready for your first day in order to complete the Form I-9 with your remote agent or HR, if not already completed.
- ☐ If you plan to start health insurance on the first day of employment, please email benefits@tamucc.edu and review insurance options.
- ☐ Know when to expect your first paycheck. View the payroll schedules [here](#).
- ☐ Know your department's dress code.
- ☐ Know where to [park](#) on your first day, where your office location is, and what time to report to your office.
- ☐ Review your welcome email to complete any onboarding items.
- ☐ Claim your IslandID and TAMUCC email via the email sent from IT. For more information, visit [here](#).
- ☐ Ensure you're able to log on and access [Single Sign-On \(SSO\)](#) and Workday.

On your first day

- ☐ Know your UIN (Universal Identification Number)
- ☐ Know your IslandID credentials and TAMUCC email.
- ☐ Obtain your [SandDollar Card](#) (Identification Card)
- ☐ Obtain your [parking permit](#) if planning to park on campus.
- ☐ Complete the new hire checklist linked within your welcome email.

Within the first week

- ☐ Attend the HR Initial Island Orientation with Talent Acquisition and Benefits
- ☐ If interested, participate in a campus tour which can be scheduled at the Welcome Center.
- ☐ Set up your outgoing voicemail, email and email signature, calendar, etc.
- ☐ Secure keys and access cards, as applicable.
- ☐ Learn your department's leave reporting process.
- ☐ Learn your department's time reporting process and rules for after hour access to work area, as applicable.
- ☐ Understand the steps for new employee benefit enrollment, if not already completed.
- ☐ Meet with your manager to discuss your job description, responsibilities, performance expectations and how your performance will be evaluated.
- ☐ Understand how to make local/long-distance calls
- ☐ Understand how to access System/University policies, regulations and rules
- ☐ Understand safety procedures and emergency exits

Within the first month

- ☐ Attend New Employee Orientation (NEO) with Compliance Services.
- ☐ Review benefits information online, and enroll/waive coverage if you have not already done so (will default to basic coverage if not completed within first 31 days)
- ☐ Complete TrainTraq assignments required by TAMU System (must complete within the first 30 days)
- ☐ Complete any additional job-required trainings in TrainTraq.
- ☐ Complete any pending Workday onboarding tasks to prevent payroll/benefit issues.
- ☐ Understand how to obtain/order supplies.

Within the first year

- ☐ Complete your annual performance review (Performance reviews are completed April 1 - May 31)
- ☐ Set personal goals for the position to contribute to the department
- ☐ Understand the department/college, division and University's mission, vision, goals and and core functions (as applicable)
- ☐ Understand how your department is organized and operates

Services/Resources

- [HR Website](#)
 - [Benefit Information](#)
 - [Retirement Programs](#)
 - [Wellness Programs](#)
 - [Time Off & Leave](#)
 - [Flexible Work Arrangements](#)
 - [External Employment](#)
 - [Employee Assistance Programs \(EAP\)](#)
 - [Employee Perks](#)
- [Campus Map](#)
- [Dining Plan](#)

Contact Information

- [HR Contact Information](#)
- [IT Help](#)
- [Parking Services](#)
- [Sand Dollar Office](#)
- [Directory](#)
- [Staff Council/Faculty Advisory Council](#)
- [Faculty Credentialing](#)
- [Center for Faculty Excellence](#)